

TSC Act Sections 102, 103, 104, 107, 108, 109, 120, 122, 124

TSC Form 38

Request for Retirement, Resignation, Resignation under Section 122, Resignation under Section 124 and Application for Extended Leave

Teachers seeking to separate from the Teaching Service or applying for Furlough Leave or extended leave of one year or more complete this form. Complete the form using blue or black ink and forwarded to the appropriate Superintendent of Education/PEA, or Assistant Secretary.

1. Teacher Details (Please print. Use block letters) Family Name: Postal Address: Given Name(s): Previous Name: Telephone Number: Date of Birth (ddmmyy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Employee Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
2. Location Details (Please print using block letters) Province: School Name: School Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Position Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Notification of Retirement/Resignation (Tick one only) Retirement <input type="checkbox"/> Resignation (s122)* <input type="checkbox"/> Resignation (s124)* <input type="checkbox"/> Provide reasons over page for separations marked *. Planned Separation Date (ddmmyy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Signature: Date:	4. Application for Extended Leave (Tick one only) Furlough Leave <input type="checkbox"/> Leave without Pay* <input type="checkbox"/> Release to another Government Agency* <input type="checkbox"/> Study Leave* <input type="checkbox"/> Provide reasons over page for leave requests marked *. Requested Leave Dates From: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (ddmmyy) To: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (ddmmyy) Signature: Date:
5. Province/Division Endorsement Endorsed Not Endorsed (Delete one) If "Not Endorsed", please provide explanation over the page. Signature: Date: <small>PEA/Superintendent of Education</small>	
6. Teaching Services Commission Approved Not Approved (Delete one) TSC Signature: Officer's Title: Date:	
7. Application Management Date teacher notified by the TSC: Date Forwarded to OIC Salaries NDoE/ Province (Delete one): Signature: Date Received by OIC Salaries: Referred to: Date: Date Action Completed: Date Input completed: Input Officer: Date Application Filed: Filing Officer:	